

**BRIGHOUSE UNITED CHURCH
BOARD MEETING**

Date: Sept 8, 2009

Participants

Stuart Appenheimer, Minister
June Wasnick
Janet Nitta
George Phillips
Reilly Burke, Secretary
Bill Murdoch
Fred Wittig

Place: Murdoch Centre
Time: 7:30pm

MINUTES

- 9.1 Opening:** Welcome
- 9.2 Devotional & Prayer:** Stuart Appenheimer
- 9.3 Acting Chair: MOVED/Bill:** That Stuart chair Board meetings through to the end of the year, unless otherwise required. **SECONDED/June W; /CARRIED**
- 9.4 Agenda for this meeting:**
Added items:
- a. The matter of a laptop computer;
 - b. Financial Statements for the Nursery Preschool;
 - c. Richmond Out-of-School Care;
 - d. Praise & Worship books
- 9.5 Adopt Minutes of Aug 18,2009 Board Meeting: MOVED/ Janet:** To adopt the Agenda as amended. **SECONDED/June; /CARRIED**
- 9.6 Business Arising from Aug 14,2009 Board Meeting**
- 9.6.1 The state of the rental of the manse:** Bill & George reported that the COGIR signed the lease for the little manse, and that the rent cheques & deposits have been received.
 - 9.6.2 The matter of the termination of the manse tenant and a possible rent refund:** Bill reported on the state of the previous tenant, and offered his opinion that we have a right to keep the rental deposit.
 - 9.6.3 The matter of a security alarm for the manse (Bill Murdoch)** Bill reportd that a motion-detection light was installed on the front door
- 9.7 Business Arising from Aug 18,2009 Board Meeting**
- 9.7.1 Revision of Ministry structure and the matter of responsibility for rentals:**
 - a. The Building Use Committee will report to the Board at the Oct 13th Board Meeting
 - b. Sharon has been overloaded by various rental queries and asks for help
 - 9.7.2 Amendments to COGIR lease:** Stuart recommended changes to the agreement; Sharon has the Word file.
 - 9.7.3 Payments due to Basil Construction:** Bill reported that Basil Construction has been paid \$3500 on account with respect to the renovations on the little manse.
 - 9.7.4 Training in the Quicken Accounting system & related book-keeping matters:** George reported that he is now doing skills upgrading on the Quicken/Quickbooks system
 - 9.7.5 Thank-you note to Rod Mclean:** Stuart reported that he has taken this matter under his wing

9.7.6 The matter of an additional overhead projector for COGIR: MOVED/Bill M That two overhead projectors alternatives be presented to the COGIR: (1) a portable system, and (2) a ceiling mounted overhead system, both with professionally installed, under-floor wiring, installed by an approved technician at their cost. **SECONDED/ George P; /CARRIED**

9.7.7 The matter of the COGIR request for additional time/space: at present, the COGIR has booked 10:15am to 11:30am Sundays; they are asking for an expanded time-slot, from 9:30am to 11:30am.

MOVED/ Janet: To decline the request to expand their time-slot. **SECONDED/George P /CARRIED**

9.8 Other Outstanding Business

9.8.1 Presbytery Oversight: Stuart will advise on the Oversight visit.

9.9 Leadership workshop: June reported that the Fireside Room at Broadmoor has been booked for October 3rd

9.10 Committee reports:

9.8.1 CE Committee (Janet circulated the minutes to all Board members). Janet reported that Flannel-Graph figures have been donated to Brighthouse by her friend, Shirley Krueger, a member of Bakerview Gospel Chapel.

MOVED/Janet: That we accept the CE Committee report. **SECONDED/June; /CARRIED**

9.11 New Business

9.11.1 MOVED/Bill M: That the Board allocate \$1000 for the purchase of a laptop computer and software to accommodate our accounting & book-keeping needs **SECONDED/Fred W; /CARRIED**

9.11.2 Richmond Out-of-School care: Bill reported that a rental contract will be drawn up for "Noori" at a rate of \$600/month, the rate being fixed until June 30,2010 with a rebate of \$200 for Sept. and Oct. if enrollment was less than 5.

9.11.3 The matter of the "Praise & Worship" booklets: The Board discussed the deteriorating condition of the P&W booklets. Reilly suggested scanning the songs into overhead files. **SUGGESTED by Stuart: That the Worship Committee be asked to look into ways or means of upgrading or replacing the Praise and Worship song books**

9.11.4 Nursery Pre-School: Bill reported that Nursery Pre-School enrollment is down to 40 students from last year's high of 68 students. A Financial Statement to June 30th is attached to these minutes **MOVED/Bill that the Board receive the Nursery Pre-School report and Financial Statement SECONDED/George /CARRIED**

9.12 Minister's Report: Nothing to report

9.13 NEXT MEETINGS:

9.11.1 Board meeting: Tuesday October 13, 2009 7:30pm; following Board meetings will be the 2nd Tuesday of November (10th) & December (8th)

9.14 PRAYER NEEDS AND CLOSING PRAYER

MOVED/ Adjournment /CARRIED

Chair: Rev Stuart Appenheimer

Recorded by: Reilly Burke, Board Secretary

| Brighthouse Nursery Preschool. | | | |
|---|-----------------------------|------------------------|-------------------------|
| Financial statement. 6 months Jan 1 - Jun 30/09 | Actual. 2009 | Budget. | 2008. 6 months. |
| Revenue - Fees. | 65,310- | 56,148- | 58,559- |
| Govt grant | 9,196 ⁸¹ . | 7,920- | 7,265- |
| TOTAL. | 74,506 ⁸¹ . | 64,068- | 65,824- |
| Expenses. | | | |
| Salaries. | 43,458 ⁷⁶ . | | |
| Fringe benefits | 10,670 ¹⁸ . | | |
| W.C.B. | 284 ⁸⁸ . | | |
| | <u>54,413⁸².</u> | 54,000- | 46,949- |
| Supplies. | 750- | 900- | 900- |
| Misc. | 1,052 ⁹⁹ . | 600- | 451- |
| BUC Donation | <u>8,785⁹⁹.</u> | <u>4,172-</u> | <u>6,564-</u> |
| Total expenses. | <u>65,002⁸⁰.</u> | <u>59,672-</u> | <u>54,865-</u> |
| SURPLUS. | <u>9,504⁰¹.</u> | <u>4,396-</u> | <u>10,959-</u> |
| Bank a/c. | Operating | Capital. | Total. |
| Balance - Dec 31/08. | 17,908 ⁸⁹ | 6,812 ⁷⁹ | |
| add surplus. | 9,504 ⁰¹ . | - | |
| ✓ grant (3/09) | - | 5,400- | |
| less expenditures. | - | (3,064 ³⁴) | |
| Balance - Aug 31/09. | 27,412 ⁹⁰ | 9,148 ⁴⁵ | |
| add interest on G.L. | 447 ⁷¹ . | | |
| Total. | \$ 27,860 ⁶¹ | \$ 9,148 ⁴⁵ | \$ 37,009 ⁰⁶ |

Nursery Pre-School report submitted by Bill Murdoch